



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

NURSE EXECUTIVE

Job Number: 20001019

Job Code: 43330V161016

Job Group: 4300 - NURSING

Job Established: 12/16/2005

Job Revised: 10/16/2016

Grade: 18 Salary (MIN - MID):

\$26,462-\$35,056 - Hourly

\$4,300.08-\$5,696.60 - 37.5 Hr. Monthly Salary

\$4,586.76-\$6,076.38 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Carries primary responsibility for total operations of nursing services for a department or for a state-run long term care facility of at least 120 beds; develops policies, implements and trains staff in the development of Medicare and Medicaid participation; coordinates with other departments in maintaining services to meet the medical needs of residents or inmates; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in Nursing.

EXPERIENCE:

Must have five years of experience as a Registered Nurse two years of which must be as a supervisor of nursing in long term care setting.

Substitute EDUCATION for EXPERIENCE:

A master's degree in Nursing will substitute for one year of the non-supervisory experience.

Substitute EXPERIENCE for EDUCATION:

Experience as a Registered Nurse will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be licensed in Kentucky as a Registered Nurse or possess a valid work permit issued by the Kentucky Board of Nursing. <http://www.lrc.state.ky.us/KRS/314-00/041.PDF> <http://www.lrc.state.ky.us/KRS/314-00/101.PDF> <http://www.kbn.ky.gov/> Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification.

Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Responsible for the overall operation of nursing services for a department or for the nursing department of a state-run, long-term care facility and is accountable to the administrator in insuring the facility is operated in the appropriate manner. Writes, implements and monitors policies which dictate resident or inmate care based on federal and state regulations and ensures policies are current to reflect changing regulations and requirements. Interviews and recommends hiring, discipline, promotions and dismissals. Evaluates resident or inmate care on a daily basis and ensures resident or inmate care needs are met. Responsible for the coordination of resident or inmate care with all departments and the medical providers. Responsible for notifying administrator if expected care needs are not being met. Provides direct care to residents under special circumstances and recommends treatments to the provider. Develops the fiscal year budget request for nursing services. Responsible for proper maintenance of medical equipment, ensuring that medical equipment is in good repair and arranging for replacement of outdated medical equipment. Responsible for policy development, quality assurance monitors, training of staff and implementation of forms for participation in Medicare and Medicaid Programs. Provides oversight of medical American Correctional Association (ACA) requirements for a department/institution. Provides oversight of contract management of nursing services for a department. Participates in the medical grievance process. May provide supervision to nurse administrative positions located throughout the state.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Works with patients, residents, or employees who may have been exposed to infectious diseases.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.